***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Executive Director, GRC Administrative**

Job Family: Research Sub Family: Business Operations

**Job Summary:**

This position is responsible for strategic planning and oversight for the scientific research operations within the Genomics Resource Center (GRC), a UMB campus core facility within the Institute for Genome Sciences (IGS). This position reports to the IGS.

**Essential Functions:**

* Provides scientific leadership and direction to managers and staff to ensure faculty and scientific project directors’ needs are identified and met.
* Works with scientific project directors to determine project requirements and design; set project priorities, facilitate communication, and assist in data interpretation.
* Acts as liaison between the GRC and the UMSOM community, external vendors and other large sequencing centers.
* Directs the development and implementation of procedures, protocols, and processes for the GRC’s scientific operations, incorporates novel laboratory techniques, new equipment and sequencing pipelines, and data analysis methods to maximize efficiency.
* Assesses the need for new laboratory technologies and data management and analysis software tools. Works with the faculty and staff to determine priorities and implement solutions.
* Consults with Administrative leadership in the development of budgets for the GRC.
* In consultation with Administrative leadership, develops short-term and long-term scientific sequencing capacity goals for the Institute based on submitted and anticipated projects from scientific staff of the Institute, UMSOM, and external collaborators.
* In consultation with the GRC Administrative Executive Director, establishes department staffing needs and recruits new employees; manages and supervises staff to provide guidance and counseling for effective employee relations.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Biology, Microbiology, Biochemistry, Molecular Biology or related field

Experience: Ten (10) years genomic research or related environment required. Prior experience in the field of automated high-through sequencing including genomic data generation, analysis, and interpretation is strongly preferred.

Supervisory: Five (5) years

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E3318K

SOC Code: 119199 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332031

USM eCode: E21330 AAP Code: 1C